



SPARS Access Request Form for Facility Administrators



MAIL TO: Air Quality Bureau
7900 Hickman Road, Suite 1
Urbandale, IA 50322
ATTN: SPARS Administrator

By completing this form, you are requesting the Iowa DNR to create a Facility Administrator SPARS account for you. Once this account is created, you will receive a user ID and a password, which will allow you to access SPARS Web. As the Facility Administrator, you will have the ability to create and manage SPARS user accounts and passwords for your facility's employees and consultants.

NOTE: A single Facility Administrator may be identified for all of your facilities, or a Facility Administrator may be identified for each facility. Duplicate this form if multiple Facility Administrators have been identified.

Minor Sources - Your facility's Facility Administrator can be designated using [this](#) form. However, **if you prefer to have the Iowa Air Emissions Assistance Program at the Iowa Waste Reduction Center complete and submit your application and/or inventory, do NOT use this form.** Please contact the IAEAP/IWRC for the appropriate form at (800) 422-3109.

☐ If there is a **CHANGE** in authorization and IAEAP/IWRC will no longer be assisting you with using SPARS Web, please check this box and complete the form. This will ensure the authorization change on all appropriate facilities. You will be notified of the authorization change, but will continue with your previously issued ID and password unless otherwise requested.

.....
Check the appropriate box if it applies:

The person identified in this form is:

☐ An additional Facility Administrator

☐ A replacement for _____ (name of Facility Administrator)

.....

List all facilities for which you wish to be designated as the Facility Administrator. (Duplicate this form as needed)

FACILITY NAME	FACILITY NUMBER (##-##-###)

Facility Administrator's Identification

Facility Administrator's Name (Print)	
Facility Administrator's Title	
Facility Administrator's Phone Number	
Facility Administrator's E-Mail Address	
Date	